

CHIEF OF FIRE PREVENTION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, supervisory position in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances and performing re-inspections to verify that fire hazards have been corrected. The Chief of Fire Prevention investigates all fires to determine the cause and origin and to collect evidence of possible arson. Incumbents in this class educate the public on fire hazards and safety, and maintain records and reports required to document the activity of the Fire Prevention Division. The Chief of Fire Prevention works with little supervision, having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Chief of Administration.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation and organization of the Fire Prevention Bureau which includes the fire prevention, inspection, and investigation divisions. Supervises positions comprising of fire prevention classifications such as Fire Prevention Officer. Makes decisions concerning use of equipment and deployment of personnel. Recommends management policies, goals, and objectives. Inspects and evaluates division operations and takes appropriate action to correct or improve problem areas. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in division policies and procedures are needed. Conducts research and oversees the planning of programs and activities for the divisions. Monitors and evaluates local conditions which may become fire or safety hazards. Assists in taking charge of all safety procedures at the scene of an emergency.

Identifies the most important local fire problems so the fire education effort can focus on specific issues. Determines content and format of fire safety messages and produces instructional materials to be distributed within the community. Provides information to the public about fire hazards, fire dynamics, tenability, human behavior during fires, built-in fire protection, and conditions which may increase the possibility of a fire. Participates in conferences, conventions, and other educational meetings to keep informed on modern fire prevention methods. Organizes and trains fire service personnel and volunteers for participation in the fire safety education program. Selects program objectives by conducting an inventory of community

resources, available materials, and target audiences. Assists institutions or companies in developing solutions for fire prevention problems. Receives complaints from the public on hazards or possible fire code violations. Oversees fire safety at major public events.

Supervises the collection of information for pre-fire plans from information gained by visiting businesses, schools, and places of public assembly. Prepares for an inspection by reviewing potential hazards and building plans and specifications. Contacts the owner of the inspection site to obtain permission for inspection. Supervises the inspection of the interior and exterior of the building to determine fire safety and compliance with applicable codes. Directs employees to check for electrical hazards, improperly stored flammable liquids, occupancy load of the building, and exit locations. Makes a field sketch of an inspected building and takes photographs to document conditions at the time of the inspection. Oversees inspection of fire extinguishers, standpipe systems, fixed fire extinguishing systems, and fire detection and alarm systems. Manages the inspection of structures to determine if they meet fire resistance requirements for their construction type, checking flame spread ratings, and examining walls and partitions. Discusses inspection findings with building owner or manager. Reinspects buildings where fire code violations occurred.

Instructs employees to restrict access to the fire scene to prevent removal, damage, or contamination of evidence. Conducts interviews with firefighters and witnesses regarding circumstances before or during the fire. Supervises the examination of the fire structure exterior, interior, and surrounding area to determine burn and smoke patterns, check for unusual debris, and locate signs of accelerant. Determines the heat source and cause of structure and vehicle fires to determine cause and point of origin, requesting expert aid when unfamiliar power systems or equipment are involved. Ensures photographs of the burned building are taken to provide an accurate record of damage. Takes extensive notes during each phase of the investigation and uses all evidence to determine whether the fire was the result of natural causes, carelessness, or arson. Acts as a liaison with law enforcement to exchange information about an investigation. Testifies in court if necessary.

Delegates assignments to subordinates for the effective operation of the department. Reviews incoming communications and makes assignments to staff in order to route work to the appropriate location. Alters and assigns work spaces to provide for comfort, efficiency, and safety. Provides subordinates with all supplies and resources required. Sets long term goals for subordinates and establishes timetables for completion. Monitors work pace and progress of employees, evaluates work performance, and provides constructive feedback. Assists in providing on-the-job training for employees.

Provides for the maintenance of records and reports of a division.

Reviews records completed by subordinates and inspects record keeping systems and facilities. Receives, approves, and disapproves requests for the release of fire prevention records. Completes a report on each fire inspection and investigation and reviews reports written by fire suppression personnel. Personally completes any forms and records assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years of full-time work experience with a paid fire department or other fire service related organization(s), the primary duties of which included fire suppression, fire inspection, or fire prevention.